



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY ENGINEER DISTRICT, HONOLULU**  
**FORT SHAFTER, HAWAII 96858-5440**

CEPOH-DE (100)

6 May 2003

**COMMANDER'S POLICY MEMORANDUM #14**

**SUBJECT:** Honolulu District Alternative Work Schedule and Telework Policy

1. Purpose: To provide guidance and approval authority necessary to implement the Honolulu District's Alternative Work Schedule and Telework policy.

2. References:

a. CEPOD-C.1019.0, Alternative Work Schedule Processes at:  
<http://sharepoint.pod.usace.army.mil/QMIS/Portal/Processes/>.

b. CEPOD-C.1020.0, Telework Program Process, at:  
<http://sharepoint.pod.usace.army.mil/QMIS/Portal/Processes/>.

3. The Department of Defense has promulgated policies favorable to the adoption of alternative work schedules (AWS) and Telework. It has established a requirement for reports to be rendered on an annual and "as required" basis to monitor participation in the Telework program. It is the policy of the Honolulu Engineer District, in conformance with guidance from the Pacific Ocean Division, to ensure that managers and supervisors properly apply these flexible work alternatives to their particular functional area. Additionally, managers and supervisors must ensure that sufficient data is recorded and reported regarding the number of positions eligible for telework. The Workforce Management Analyst will consolidate the District's data and forward to CEPOD-HR in accordance with Reference b, Attachment E.

4. Policy: This policy applies to all activities of the Honolulu District.

- a. Employees may participate in the AWS and Telework policy with supervisory approval.
- b. Supervisors are responsible for approving employee work schedules, which allow mission requirements to be met.
- c. Employees who desire to participate in AWS or change their current work schedule or work hours must complete the AWS Request Form.
- d. Employees who are interested in participating in the telework program will complete the forms at Attachments A-E, Reference b.

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e. A Telework/AWS arrangement is not a right and may be terminated at will by either the employee or the supervisor. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on mission requirements.

f. The AWS/Telework forms will be kept on file within the respective division/sections and a copy will be forwarded to the Workforce Management Analyst for record keeping purposes.

5. Leaders, supervisors, and managers are accountable to ensure maximum number of positions are identified as eligible for alternative work schedules and regular and recurring telework, as well as, ensure the appropriate number of employees are offered the opportunity to telework. These programs support alternative work arrangements, adding yet another attractive benefit and making the District *the best place for the best people to work!*

A handwritten signature in black ink, appearing to read "D. C. Press".

DAVID C. PRESS  
Lieutenant Colonel, EN  
Commanding

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